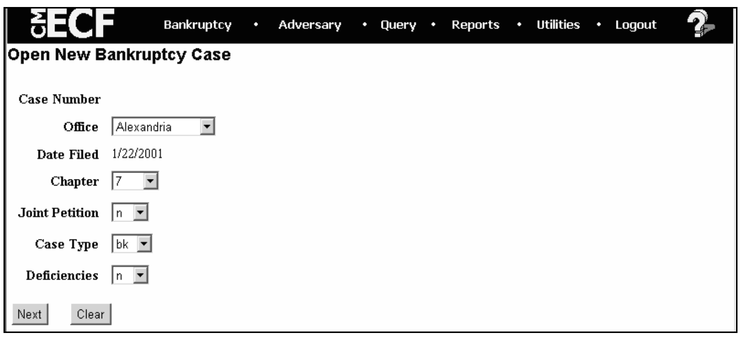
BANKRUPTCY CASE OPENING

To file a bankruptcy petition in the ECF system, the attorney must **Open a Case.** During this process the attorney will enter the required information about the debtor and statistical information. The attorney uses the information from the voluntary petition, lists, schedules and statements. To open a bankruptcy case, follow the steps outlined below:

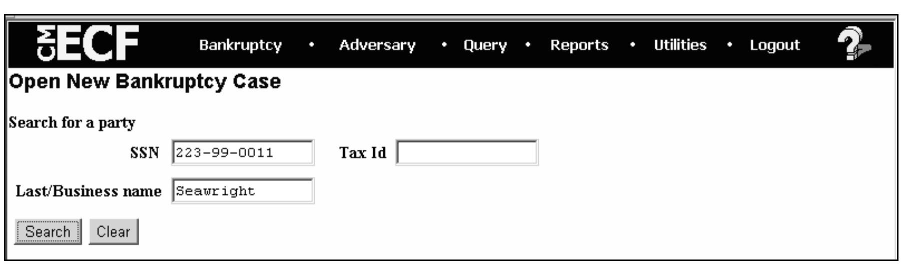
STEP 1 Click on **Bankruptcy** from the Main Menu, and then click on the **Open a BK Case** hypertext link from the Bankruptcy Events menu.

STEP 2 The **Open New Bankruptcy Case** screen appears.



- **Case Number:** ignore – the case number will be automatically assigned
- **Office:** Select the office/division in which you are filing the case
- **Date Filed:** the date field defaults to the current date and cannot be changed.
- **Chapter:** Select the appropriate chapter
- **Joint Petition:** Select appropriate 'y' or 'n'
- **Case Type:** Select 'bk'
- **Deficiencies:** Always select 'n'
- Click on **Next** to continue or **Clear** to reset

STEP 3 The **Search for a party** screen appears.

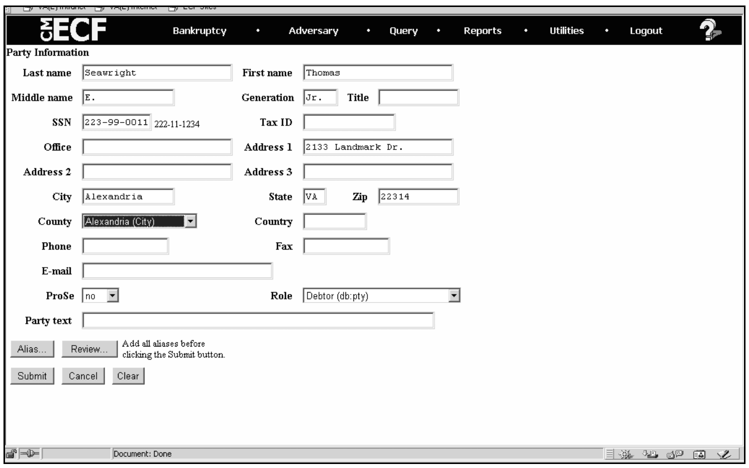


- **Social Security Number:** Enter debtor's Social Security Number or if business enter Tax Id. Number
- **Last/Business Name:** Enter debtor's last name or the business name

- Click on **Search**
- Search for a party screen will appear again to give you the results of your search.
- If Party/Business is **not** found, Click on **“Create New Party”**

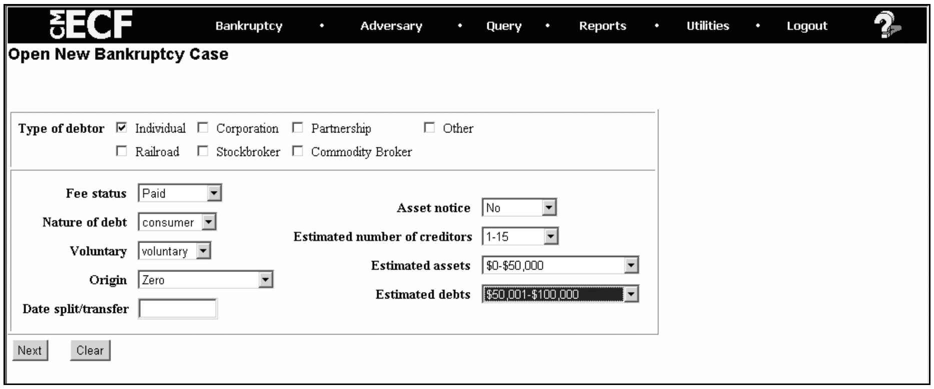
[NOTE: If your search is successful and your debtor’s name appears in the Party Search result list- (1) Verify that it is the correct name (2) Click on the name to highlight it (3) Click on Select Name from List]

STEP 4 The **Party Information** screen appears



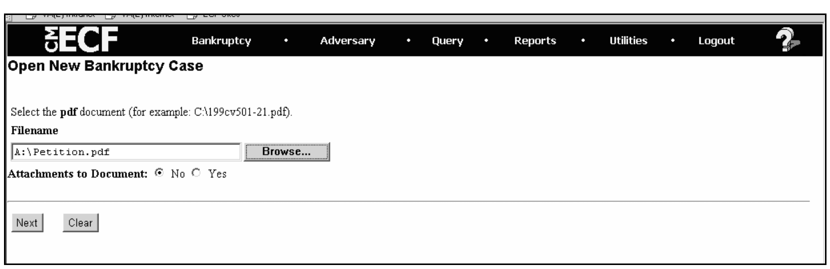
- Click inside the **Last Name** field to type the debtor’s last name. Use your tab key to advance to the next field(s)
- Enter debtor’s **First Name**
- If applicable, enter the debtor’s **Middle Name. Generation** and **Title**
- Enter the debtor’s **Social Security Number** (with dashes) or **Tax ID Number**
- Enter the debtor’s **Mailing Address**
- Select the appropriate **County**
- Only use **Country** field if country is not U.S.A.
- Phone, Fax, E-mail fields are not required for debtors
- **Pro Se** field defaults to **(no)**. If **(yes)**, click on the down arrow
- Select the appropriate **Role** (i.e. Debtor db:pty)
- If there is text you wish to include on the docket after the debtor’s name, (i.e., D.D.S., a Virginia Corporation, etc.) key this in the **Party Text** window.
- Click on **Alias** to allow for inclusion of one or more aliases of the debtor. (You may add up to five Aliases)
- Click on **Review,** if you would like to review/change debtor’s **Alias** information
- Click on **Submit** to continue (or Cancel to restart or Clear to reset defaults)
- You will be prompted to repeat Steps 3 and 4 if you indicated the case to be a joint case

STEP 5 The **Information Regarding Debtor & the Statistical/Administration** screens appears



- **Type of Debtor:** Select by clicking appropriate check box
- The remaining fields are completed by clicking the down arrow to the right of the drop down box and highlighting the appropriate information, matching the Voluntary Petition:
  - **Fee Status:** Select "p" for paid, "i" for installments (to file case in installments, you will need to file an Application to Pay Filing Fee in Installments)
  - **Nature of Debt:** Select "business" or "consumer"
  - **Voluntary:** Select "voluntary" or "involuntary"
  - **Origin:** Leave this field at the default of 0 (Zero)
  - **Date Split/Transfer:** Leave this field blank
  - **Asset Notice:** select "No" for Chapter 7 cases, select "Yes" for Chapters 11 and 13 cases
  - **Estimated Number of Creditors:** field defaults to "1-15." Modify, if applicable.
  - **Estimated Assets:** field defaults to "$0 - $50,000." Modify, if applicable.
  - **Estimated Debts:** field defaults to "$0 - $50,000." Modify, if applicable.
- Click on **Next** to continue or **Clear** to reset defaults

STEP 6 The **Select the PDF document** screen appears.



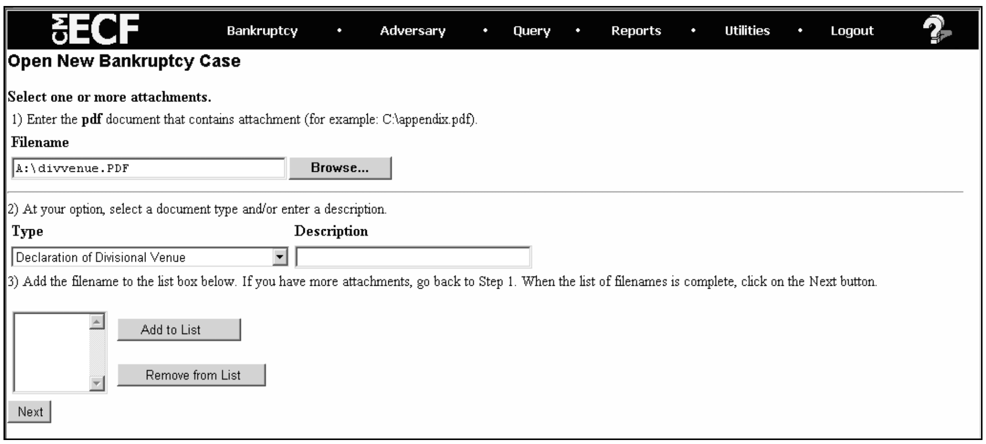
- Type file name in blank, being sure to include the .pdf suffix. **or**
- Click on **Browse** to navigate to the appropriate directory and file:
  - Change **Look in:** to the appropriate drive where the document is located
  - Click on appropriate file name, and then click on **Open**

If there are separate attachments to the document (e.g. Divisional Venue or 341 Meeting Avoid Dates, etc.):

- Click on **Yes** next to Attachments to Document and click on **Next**.

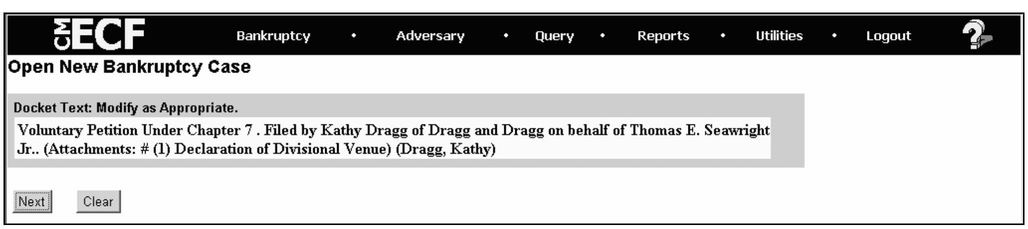
If there are no separate attachments:

- Click on **Next** to continue and proceed to **Step 7**.



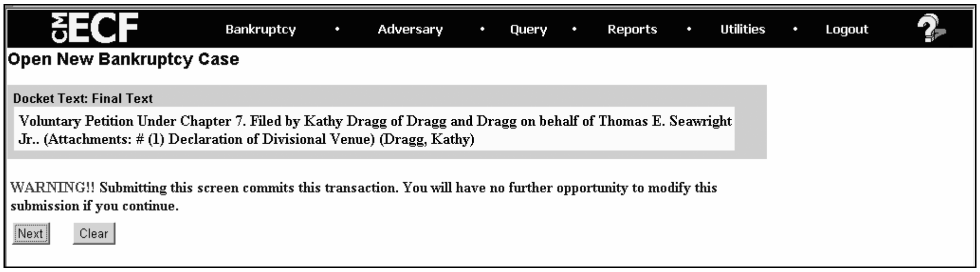
- Select the filename of your attachment by using **Browse**
- Click on the arrow next to **Type** and click on type of attachment, if listed
- Click in **Description** box and type in any additional description, or add description, if not listed under **Type**
- Click on **Add to List**
- Continue to add attachments using the steps above as necessary
- Once all attachments have been added, click on **Next**

STEP 7 The **Docket Text** screen appears.



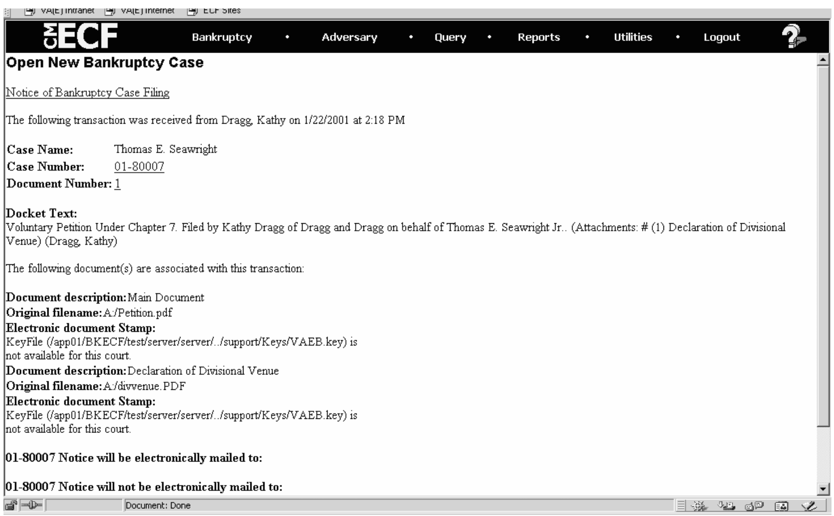
- Verify docket entry to ensure that information is correct
- If correct, click on **Next**
- If docket entry is incorrect, click on **Back** to make corrections

STEP 8 The **Docket Text: Final Text** screen appears



- Verify docket entry
- If correct, click on **Next** to submit filing to court

STEP 9 The **Notice of Bankruptcy Case Filing** screen appears.



This screen confirms that the system has received the case and is now an official bankruptcy case and provides the following information:

- Date & time case was filed
- Name of filer, Case Name & Case Number
- Document Number & Document Text
- Name & Address of persons that will receive Electronic Notice of Filing

Print Receipt:

- Click on **FILE** at top of Netscape screen and select **Print Frame,** *or*
- Click on the **Printer Icon** at the top of the page.

[NOTE: This receipt provides a record of your new case name and case number, therefore it is important that you print this receipt]